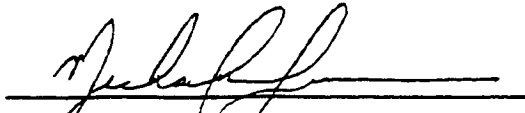


ENGINEERING DIRECTIVE
Chief Engineer**REVISED SCHEDULE OF R.O.W. AND UTILITY SUBMISSIONS,
AND PROJECT SCHEDULING REQUIREMENTS
FOR ALL CONSULTANT BASED DESIGNS**

The following revisions to the R.O. W. and Utility submission schedules, and requirement to prepare approved project work schedules supersede all information previously issued in policy statements, notices, and manuals. These requirements apply to all projects designed by Consultants. These procedures are to be implemented immediately on all projects.

The changes in the schedule of R.O.W. and Utility submittals are necessary to complete the R.O.W. and Utility requirements prior to project advertising. Policy revisions which apply to R.O.W. and Utility submissions are as follows:

1. Initial R.O.W. submissions shall be made within two (2) weeks following the Department's 25% review of a project. In the event there is no formal 25% review, initial R.O.W. submissions shall be made within two (2) weeks of finalization of horizontal and vertical project geometry. The initial R.O.W. submission shall consist of the 25% plans, and shall include the names of all abutters, and for all abutting properties, the locations of all sidelines intersecting the Highway Layout. Preliminary R.O.W. plans will be submitted based on the approved project schedule described hereafter.
2. Initial Utility submissions shall be made at the same time as the R.O.W. submission described above.
3. Updated R.O.W. submissions shall be made as appropriate, and within two (2) weeks following the Department's 75% review of the project. In the event there is no formal 75% review, updated R.O.W. submissions shall be made when the plans are sufficiently complete to begin writing the Special Provisions and calculating quantities.

4. Final Utility submissions shall be made at the same time as the updated R.O.W. submission described above.
5. Department Project Managers shall contact the R.O.W. Division and Utility Engineer to determine any project specific submission requirements.

The requirement to prepare project schedules, including but not limited to: anticipated design activities, anticipated R.O.W. activities, anticipated environmental permitting submissions, estimated time to complete activities, the relationship of activities to each other, and target dates for work product submissions, is necessary in order to effectively meet the Department's Advertising Program Schedule. A work schedule with product submission dates shall be prepared for all current projects and at the start of all future projects. The Consultant shall prepare a work schedule for structural work, as well as for the overall project. The work schedule will be reviewed, and, if acceptable, approved by the Manager of Engineering Expediting.
